

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, November 19, 2012, 3:00 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**MEMBERS PRESENT:** Tom Diedrick–Chair, Rich Aicher–Vice-Chair, Darlene Hallet, Ann Hartman, Sup. Andy Nicholson

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Robyn Hallet, DonElla Payne, Mackenzie Reed, Matt Roberts, Rob Strong, Matt Schampers, Dawn DeWitt, John Masucci, Randy Gast, Jon Syndergaard, John VanDyck, Dan Robinson

**APPROVAL OF MINUTES:**

1. Approval of the October 1, 2012, minutes of the Brown County Housing Authority

A motion was made by D. Hallet and seconded by A. Hartman to approve the October 1, 2012 minutes of the Brown County Housing Authority. Motion carried.

T. Diedrick asked the commissioners to move Agenda Item #4 immediately after Agenda Item #2 as a guest is present to speak to Item #4 and is on a time-sensitive schedule.

A motion was made by R. Aicher and seconded by A. Nicholson to approve the agenda change. Motion carried.

**COMMUNICATIONS:**

2. Letter from HUD dated September 28, 2012, regarding FY2012 FSS Coordinator funding award

R. Hallet reported that HUD had awarded the three FSS Coordinator positions that were applied for, and she recognized ICS for its effort in this.

4. Discussion and possible action regarding request from a BCHA downpayment loan recipient for forgiveness of loan

R. Hallet introduced J. Masucci and explained his history with the BCHA and his involvement with the homeownership program. J. Masucci purchased a home with the assistance of the HCV Homeownership Program in April 2008. He was given a loan by the BCHA for \$20,000 to help with the downpayment and closing costs. J. Masucci and his wife are looking to sell the home and, because of several home improvements they have made and personal investment into the home, are concerned about not having the equity necessary to repay the loan.

J. Masucci then spoke for himself explaining his situation. He went over some of the improvements that he and his wife made to the house. The HQS inspection demonstrated that there were various improvements that J. Masucci and his wife would have to make by a certain time, and they made said improvements themselves. Due to the deterioration of his and his wife's health, their doctor recommended that a residence in a dryer climate would be more suitable, and thus they are trying to sell the home and relocate. He referenced the letter that he sent to the BCHA that noted some of the improvements including completely redoing the basement and replacing the garage. Their realtor, Coldwell Banker, told him that the home would sell quickly. J. Masucci went over the various listings, appraisals, and tax appraisals that were given to the home. Due to the real estate market, he does not believe that the listing price or market price is appropriate to the assessed value. He then stated that since the home was listed in February, there have been no showings of the house. He elaborated on their financial situation to describe the frugality with which they live. Because of all of the improvements that he and his wife have made on the house, they are now in debt.

J. Masucci mentioned the possibility of NeighborWorks promoting his house for sale to other clients. He then explained that he is looking for any workable idea, and while he has been told that he could sell the home for \$100,000, he owes more than that and would then have to pay someone to sell the house. Again, referencing the state of the market, the type of property that is in question would be more attractive if foreclosed upon and went to short sale. J. Masucci reported that he has no intention of letting the home go to foreclosure and is trying to figure out a workable situation. He reinforced his gratitude and appreciation of the loan and the opportunity given from the HCV Homeownership program and expressed appreciation to the Authority for taking time to hear him.

R. Hallet added that she and J. Masucci had met with Noel Halvorson from NeighborWorks to discuss the situation. One option that came from the discussion was the possibility of the future homebuyer assuming the BCHA mortgage.

D. Hallet noted that it was interesting that a lender would give a loan with so much work that needed to be done on the home. J. Masucci responded that he had been given a list of items that needed to be completed and that he had participated in ICS's maintenance education program. R. Hallet interjected that the items that are being referred to were deficiencies cited in the HQS inspection; ICS inspected the home prior to the purchase and recognized that there were some items that would require substantial time and effort to repair. Therefore, the property passed the inspection contingent upon the deficiencies being corrected by the established deadline. D. Hallet inquired about the cost of the repairs factoring into the loan, which R. Hallet stated she did not recall.

R. Aicher asked J. Masucci if selling the home for about \$100,000 would allow him to break even. J. Masucci responded that his contract with his realtor ends in December, and there may be a better chance of selling the home after that. He stated that \$100,000 would not be a fair price. T. Diedrick added that selling the home for \$115,000 would be more realistic and allow for J. Masucci to break even. R. Aicher stated that an offer at or above \$115,000 would allow him to repay WHEDA and the BCHA. Any offer under \$115,000 would put J. Masucci in a short sale/foreclosure situation. R. Aicher added that until there are hard numbers and an offer on the house, the Authority cannot really make any determinations about the situation. He asked R. Hallet about the possibility that she and N. Halvorson had discussed and what the requirements would be. She responded that to assume the loan, the new homebuyer would have to meet the same qualifications as the Masucci family did. There is also the possibility of transferring the mortgage over to someone else using unrestricted funds rather than restricted funds, so there wouldn't necessarily be the same requirements. It would be the Authority's decision if this is how they wished to use their unrestricted funds.

A. Nicholson asked who initially approved the loan in question, and R. Hallet responded that there were a variety of people involved including NeighborWorks, ICS, the lender, and WHEDA. A. Nicholson asked if J. Masucci had paid off any of the BCHA; R. Hallet noted that it was a deferred loan that is to be paid after the home sells. J. Masucci added that the purpose of his contacts with the BCHA is to be proactive and give insight into the situation so that they are not blindsided down the road when the home eventually sells.

A. Nicholson asked R. Hallet how often this type of thing happens. R. Hallet responded that this is the first time since she has been Housing Administrator, adding that there have been several cases in which properties with BCHA loans were foreclosed upon. This is the first time that someone has been proactively trying to avoid that scenario. R. Aicher added that the foreclosure situation happens a few times a year. J. Masucci stated that he and his wife are not interested in foreclosure and are thus trying to be proactive about the situation and anticipating the sale. A. Nicholson inquired to J. Masucci about the extent of improvements that were made on the home. J. Masucci responded that they have done no glamorizing of the home and that any cosmetic improvements were not done solely for the sake of aesthetics but also functionality.

T. Diedrick expressed the Authority's appreciation for J. Masucci's proactive behavior, and that while no action would be taken today, the BCHA is willing to work with him in the future. He

encouraged J. Masucci to reexamine the price and aim to get out of the home. J. Masucci again thanked the Authority for hearing his case.

A motion was made by D. Hallet and seconded by A. Hartman to return to the regular agenda order. Motion carried.

#### **REPORTS:**

#### **3. Report on Housing Choice Voucher Rental Assistance Program**

##### **A. Preliminary Applications**

D. Payne reported that there were 93 preliminary applications for October 2012.

##### **B. Unit Count**

D. Payne reported that the unit count for October 2012 was 2,932 units.

##### **C. Housing Assistance Payments Expenses**

D. Payne stated that the HAP expense for October 2012 was \$1,180,386.

##### **D. Housing Quality Standard Inspection Compliance**

M. Roberts stated that there were 337 inspections for October 2012. He reported that 51.04% passed their first inspection, 24.63% passed their reevaluation inspection, and 24.33% failed their inspection.

##### **E. Program Activity/52681B (administrative costs, portability activity, SEMAP)**

D. DeWitt reported that the ICS administrative costs were underspent by the amount of \$162,227, and the FSS program is underspent by \$13,805. D. Payne stated that there were 232 port-outs and 16 port-ins for October 2012. She reported that HAP utilization percent is at 96.54%.

##### **F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)**

D. Payne reported that there were 94 FSS clients with 32 escrow accounts, one FSS graduate for October and two more in line for November, six new FSS contracts, and 79 homeowners in October 2012.

##### **G. VASH Reports (active VASH, new VASH)**

D. Payne reported that there were 18 VASH vouchers, one of which was new for October 2012.

A. Nicholson asked M. Roberts for specific reasons why the inspections failed. M. Roberts responded that they fail for any number of reasons, all of which are stated in the individual reports. A. Nicholson requested a report in the future summarizing deficiencies for failed inspections, with a notation regarding frequently reoccurring items. M. Roberts agreed and also noted that the most common item is smoke detectors. A. Hartman stated that once the item has been fixed, they pass the next inspection. M. Roberts responded that the report shows all inspections, and some inspections may be included twice.

##### **H. Langan Investigations Criminal Background Screening and Fraud Investigations**

D. Payne reported that there were four new investigations, five closed investigations, five active investigations, 101 new applications, 3 of which were denied. The 3 denied applications had previously been denied by ICS but were forwarded to Langan for further documentation for the denial.

A. Nicholson asked D. Payne why the three had been denied. She responded that they were ineligible for various reasons but did not have the specifics for these three. She agreed to bring that information to future meetings.

**OLD BUSINESS:****5. Discussion and action on adjusted Voucher Payment Standards for 2013**

D. Payne reported that HUD's final Fair Market Rents for the three-bedroom size only changed slightly from the proposed FMR, which was used to establish the 2013 Payment Standards approved at the October meeting. The three-bedroom Payment Standard was previously approved at \$966 for inside the City of Green Bay and \$995 for outside of the City; in keeping with the 100% for inside the City and 103% for outside the City, the revised three-bedroom Payment Standards would thus be \$978 and \$1,007 respectively.

A motion was made by A. Nicholson and seconded by R. Aicher to approve the revised Voucher Payment Standards for 2013. Motion carried.

**NEW BUSINESS:****6. Review and approval of revisions to Chapter 4 (Application, Waiting List, and Tenant Selection) and Chapter 17 (Project-Based Vouchers) of the Housing Choice Voucher Administrative Plan**

D. Payne said there are a couple of places in the Administrative Plan that state when the waiting list is closed or reopened or when an RFP is published, it will be advertised in the Green Bay Press-Gazette and in El Hispano. El Hispano has never been used, and she recommends it is removed from the Administrative Plan. R. Hallet added that El Hispano does not focus on local events; rather its focus is to inform the local Hispanic community of current events in other Hispanic countries and thus is not an appropriate or necessary newspaper to use for this purpose.

A motion was made by D. Hallet and seconded by A. Hartman to eliminate El Hispano from Chapters 4 and 17 in the Administrative Plan. Motion carried.

**7. Discussion and possible action regarding BCHA organizational plan and RFP for HCV Program**

R. Hallet stated that while looking at a long-term solution with ICS, a reoccurring request from the Brown County Supervisors is that the BCHA conduct an RFP. She added that staff is in the process of modifying the language from the previously-used RFP. She then pointed to the timeline that would need to be followed and deadlines for each step in the RFP process. If a long-term extension is not reached with ICS by the January meeting, they would request to go forth with the RFP with responses due back February 15, 2013.

T. Diedrick noted that while both the BCHA and ICS are hopeful that a long-term agreement will be reached, it is important to be ready to conduct an RFP per the request of the Board if a long-term agreement with ICS fails to be met.

R. Gast added that he spoke with Attorney John Heugel, and a road map had been started with how to move forward together toward a longer-term contract. They are hopeful that an agreement can be met and referenced a three-page memo that had been shared with BCHA staff. R. Hallet stated that the Authority had not yet seen the document that is being referred to because staff had received the document that morning and had not yet had a chance to disperse it to the Authority.

D. Robinson asked the Authority for clarification that if a long-term agreement is reached with ICS, an RFP would not be conducted. He stated that it was implied that the Board would appreciate conducting the RFP process regardless of whether or not an agreement is reached with ICS.

A. Nicholson asked if agencies other than ICS would have access to apply for the RFP, and T. Diedrick responded that the RFP process would be open to the public.

R. Aicher noted that there is a point of confusion as to whether or not an RFP will be conducted if an agreement is reached with ICS. That decision will have to be made in the future.

A. Nicholson asked D. Robinson what the wish of the County Board was. D. Robinson hesitantly replied, making note not to speak for the Board, that they wanted a one-year extension following an RFP.

8. Update and possible action regarding the 12-month extension to the HCV Contract with ICS

T. Diedrick stated that the subcommittee met both alone and jointly, working with R. Gast representing ICS and J. Heugel representing BCHA, to put a draft contract extension agreement together. Some changes were recommended to make the contract more generalized. The subcommittee reviewed their recommendations and put together the relatively simple draft contract. R. Aicher added that the contract in question states that the previous contract with ICS would just be extended.

A motion was made by D. Hallet and seconded by R. Aicher to approve the 2013 agreement. Motion carried.

R. Gast proposed signing the new 12-month extension contract right away because all necessary parties were present. The necessary parties then signed the extension contract with two hard copies, one for the BCHA and one for ICS.

R. Aicher asked R. Gast what the current situation is with ICS staff as that had been a major issue in the past. R. Gast responded that while morale is still low and they have lost key positions due to the uncertainty of the situation, the one-year extension and potential to extend the agreement beyond 2013 has helped to calm the anxiety.

9. Discussion and possible action regarding mileage reimbursement for commissioners

T. Diedrick stated that a number of years ago commissioners were reimbursed for mileage coming to and from meetings. R. Strong stated that he does not know how it used to occur but is thinking that it was based off a set distance that was then multiplied by 12, and a check was given at the end of the year. He does not believe that commissioners kept personal travel logs tracking their mileage. T. Diedrick asked what the rate would be. R. Hallet responded that they would use the IRS rate of \$0.555. She added that because they have not found a written policy or form, the method in which mileage is tracked needs to be determined: either a flat rate or the commissioners track their mileage every month. R. Aicher pointed out that there are occasions apart from the monthly meetings in which some commissioners incur additional mileage, such as the case of subcommittee meetings. R. Strong said that they will put a form together, and the commissioners can choose to use a flat rate or track their mileage per trip, and then disperse payments once or twice a year. He added that once the form is brought back to the Authority, an action will be taken. He also added that if any commissioners attended trainings or the national conference, that cost would be covered. The BCHA budgets to send one or two commissioners to the NAHRO national conference.

**INFORMATIONAL:**

10. Commissioners' Corner article

R. Hallet stated that this is an article that was published in the Journal of Housing and Community Development, a Journal of NAHRO, and she is sharing the article directed at commissioners.

**BILLS:**

R. Hallet reported that as requested at the previous meeting, the bill report has been modified to include a memo to add more description explaining what the bills are for. R. Aicher asked about the November correction, and M. Schampers explained that the invoices to the City get split between the BCHA, GBHA, and RDA. Some were not split appropriately and required adjustment. He also responded to the issue at the October meeting about the payment to ICS for software, stating that this was something that fell into an agreement that was made last year and was not anything new.

R. Hallet added that they are looking at purchasing a new laptop but are not yet aware of the cost. R. Strong added that it would come out of the office supplies fund and will let the Authority know when they get the information.

A motion was made by D. Hallet and seconded by A. Hartman to approve the bills. Motion carried.

**FINANCIAL REPORT:**

None

**STAFF REPORT:****11. ICS full staff training through NAHRO**

R. Hallet reported that ICS hired NAHRO to conduct training specific to their staff, and it should be noted that ICS is taking steps to make sure that staff is being kept up-to-date. She opened it up for D. Payne to speak about what took place at the training.

D. Payne stated that much of the training included how to conduct some of the difficult calculations; for example, income that comes from a seasonal job and earned income disallowances. There was also advanced FSS training and advanced homeownership training. The training lasted three days, and it was much more effective for NAHRO to go to ICS rather than ICS sending two or three people to a conference. Those who attended had to relay all of the information that they learned to the rest of the staff. D. Payne explained that prior to the training, she put together a list of training needs and was then able to avoid the training basics that take up much of the general NAHRO conferences.

**12. 2013 Meeting Schedule**

The 2013 meeting schedule was provided in the agenda packets.

R. Hallet added one additional staff report. She reminded the Authority that Cardinal Capital had previously given a presentation regarding the Veterans' housing project and wanted to do Project-Based Vouchers. They are now ready to move forward. Cardinal Capital is concerned about the timing; they need to have the proposal submitted by February 1, 2013 to WHEDA. She stated that she is still determining if they could receive a waiver to the requirement to conduct an RFP, and if not, to allow for staff to proceed with an RFP without Authority approval due to the time sensitivity. She understands that no official action can be taken because the item was not on the agenda.

R. Strong stated that the difference in this situation is that usually the Authority would approve the RFP prior to it being published, but because of the time-sensitive nature of the situation, they are asking for approval to put out the RFP without first reviewing. The proposals would all come back to the Authority for final approval. A. Nicholson expressed that he would prefer to continue to use standard protocol with this and would like to approve the RFP before releasing it.

R. Hallet stated that there may be a need for a special meeting to address this issue.

A. Nicholson asked R. Hallet for the requirements for inspection levels between City codes and HQS. R. Hallet responded that a City inspector has offered to put it in writing and will email that to the Authority when she receives the information.

A motion was made by A. Nicholson and seconded by R. Aicher to adjourn. Motion carried. Meeting adjourned at 4:32 p.m.

Mmr:rah:ejns

**Housing Choice Voucher Program**  
**Financial Status Report**  
**2012 Budget Year**  
**As of October 31, 2012**

REVENUE					
	Budget Amount	YTD	Annualized \$	Annualized %	Remaining Budget Balance
HAP Income	\$ 14,768,734	\$ 12,134,436	\$ 14,561,323	99%	(2,634,298)
Admin Fee Income	\$ 1,276,120	\$ 1,246,851	\$ 1,496,221	117%	(29,269)
FSS/HO Coordinator Income	\$ 135,462	\$ 112,886	\$ 135,463	100%	(22,576)
Fraud Recovery	\$ 115,000	\$ 75,020	N/A	N/A	(39,980)
Other Income (Interest & HO Payments)	\$ 2,614	\$ 5,006	N/A	N/A	2,392
<b>Total Revenues</b>	<b>\$ 16,297,930</b>	<b>\$ 13,574,199</b>	<b>\$ 16,193,008</b>	<b>99%</b>	<b>(2,723,731)</b>
EXPENDITURES					
Program Expenditures					
HAP Payments	\$ 13,947,301	\$ 11,789,134	\$ 14,146,961	101%	2,158,167
ICS Admin	1,230,180	1,201,964	1,442,357	117%	28,216
FSS/HO Coordinator	135,462	112,886	135,463	100%	22,576
<b>Total Program Expenditures</b>	<b>15,312,943</b>	<b>13,103,984</b>	<b>15,724,781</b>	<b>103%</b>	<b>2,208,959</b>
Administrative Expenditures					
Software Upgrade	\$ 63,415	\$ 65,927		0%	(2,512)
Salaries	42,449	24,110	28,932	68%	18,339
Fringe Benefits	14,998	10,361	12,434	83%	4,637
Home Ownership Counseling	14,000	-	-	0%	14,000
Audit	7,718	6,745	8,094	105%	973
Insurance	5,576	5,309	6,371	114%	267
Other	17,737	14,999	17,999	101%	2,738
<b>Total Administrative Expenditures</b>	<b>102,478</b>	<b>61,525</b>	<b>73,830</b>	<b>72%</b>	<b>40,953</b>
<b>Total Expenditures</b>	<b>\$ 15,415,421</b>	<b>\$ 13,165,509</b>	<b>\$ 15,798,611</b>	<b>102%</b>	<b>\$ 2,249,911.76</b>
Cash Balance					
	\$ 1,677,379.36				

**All Other**  
**Financial Status Report**  
**2012 Budget Year**  
**As of October 31, 2012**

REVENUE					
	Budget Amount	YTD	Annualized \$	Annualized %	Remaining Budget Balance
Interest	\$ 5,992	\$ 5,425	\$ 6,510	109%	(567) 91%
Loan Repayments	\$ -		N/A	N/A	0 N/A
Revenue on Sale of Property	\$ -		N/A	N/A	0 N/A
Bond Fees & Other	\$ 6,675		\$ -	0%	(6,675) 0%
Total Revenues	\$ 12,667	\$ 5,425	\$ 6,510	51%	(567) 43%

**EXPENDITURES**

Development Loan	\$ 350,000		\$ -			
HO Assistance / DPCC	\$ 30,000	\$ 5,000	\$ 6,000	20%	25,000	17%
Staff Training	\$ 6,200.00	1,138	\$ 1,366	22%	5,062	18%
Landlord Training	\$ 5,000		\$ -	0%	5,000	0%
Other	\$ 11,299		\$ -	0%	11,299	0%
<b>Total Expenditures</b>	<b>\$ 402,499</b>	<b>\$ 6,138</b>	<b>\$ 7,366</b>	<b>2%</b>	<b>396,361</b>	<b>2%</b>

Unrestricted Cash Balance	\$ 1,570,459.02
Restricted Cash Balance	\$ 456,426.67



9:36 AM  
11/19/12

**Brown County Housing Authority**  
**Bill Report for Meeting**

**As of November 19, 2012**

Type	Date	Memo	Amount
<b>BROWN COUNTY CLERK OF COURTS</b>			
Total BROWN COUNTY CLERK OF COURTS			
<b>CITY OF GREEN BAY</b>			
Bill	10/01/2012	Computer Support	-2,283.00
Bill	10/01/2012	Planning P Card Payment	-186.30
Bill	10/04/2012	Correction Novembe 2010 Salaries	-3,873.87
Bill	11/01/2012	August Salaries and Benefits	-8,922.12
Bill	11/01/2012	September Salaries and Benefits	-6,044.40
Bill	11/01/2012	Staff Training	-133.00
Bill	11/01/2012	August and September Postage Fee	-21.86
Bill	11/07/2012	Vehicle Repairs-Impala	-42.30
Bill	11/07/2012	Office Supplies and Vehicle Expenses	-446.26
Total CITY OF GREEN BAY			-21,953.11
<b>HEUGEL</b>			
Bill	10/04/2012	Legal Fees	-1,920.00
Bill	11/11/2012	Legal Services	-1,050.00
Total HEUGEL			-2,970.00
<b>KUEHN PRINTING</b>			
Bill	10/01/2012	Graphic Design for City Guide	-265.00
Total KUEHN PRINTING			-265.00
<b>Net Solutions</b>			
Bill	11/01/2012	Web-Based Advertising	-498.00
Total Net Solutions			-498.00
<b>ROBYN HALLET</b>			
Bill	10/01/2012	Robyn WAHA Conference	-121.75
Total ROBYN HALLET			-121.75
<b>SCHENCK &amp; ASSOCIATES</b>			
Bill	11/01/2012	Audit for FY 2011	-825.00
Bill	11/01/2012	Audit Fee	-825.00
Total SCHENCK & ASSOCIATES			-1,650.00
<b>WEST BEND MUTUAL INSURANCE</b>			
Bill	11/04/2012	Insurance	-148.00
Total WEST BEND MUTUAL INSURANCE			-148.00
<b>WISCAP</b>			
Total WISCAP			
<b>TOTAL</b>			<b>-27,605.86</b>